

ABC Unified School District

AD HOC BOARD ADVISORY-FACILITIES COMMITTEE MEETING

Minutes

Thursday, October 13, 2016
6:00 p.m. – District Office Board Room

- Members Present:** Brad Beach, Cynthia Corrales, Hugo Enciso, Richard Hathaway, Justin Hogenauer, Jennifer Hong, Bob Hughlett, Kyo Kim (arrived at 6:05), Miguel Marco, Rebecca Michel-Macias (arrived at 6:17), Ernie Nishii, Shauna Olea, Celia Spitzer (left at 7:42), Laura Walton (arrived at 6:06), Edward Young
- Alternate Members Present:** Ruben Mancillas, Gina Zietlow
- Staff Members Present:** Toan Nguyen, Assistant Superintendent-Business Services/Chief Financial Officer
James Poper, Director-Maintenance, Operations, Transportation & Facilities
- Members Absent:** David Harris, Richard Reed, Ivonne Vargas
- Alternate Members Absent:** Tony Ballardo, Louise Dodson, Gordon Hom, Lizet Mendoza, David Montgomery
- Board Member Liaisons:** Lynda Johnson, Maynard Law
- Board Member in Attendance:** Sophia Tse

MEETING CONVENED AT 6:02 P.M.

- Agenda**
Approve Agenda of October 13, 2016 - Mr. Richard Hathaway moved to approve the agenda; Mrs. Cynthia Corrales seconded the motion. The motion carried 11-0.
- Minutes**
Approve Minutes of the September 8, 2016 meeting – Mrs. Celia Spitzer moved to approve the minutes; Mrs. Shauna Olea seconded the motion. Mr. Hugo Enciso suggested adding the following statement to agenda item **Review of Committee mission, charge, and duties & responsibilities** of the minutes “*There was a consensus of the Committee to not include deferred maintenance items in the Committee’s recommendations*”. The motion to approve the minutes as amended carried 13-0-1 (Richard Hathaway-Abstain)

3. Public Comments

Mr. Kirit Chauhan, community member, expressed his concern for lack of shade for students, especially at the high schools. He added that funding for schools in California will never be enough and it is time for the District to do something about the need for shade. He shared information regarding costs for shade structures he had obtained and asked the Committee to find ways to get more affordable shade for the schools quickly. Committee discussion followed. Committee Members discussed the Board's vote to not address shade at schools at this time and wait for the Facilities Committee process; possible future committee agenda item regarding shade; maintain current process of the committee to visit schools and gather community input; legal requirements of shade structures for schools; safety concerns; 2014 Facilities Master Plan where all schools identified shade as a need; and shade concerns from students. Chairperson Brad Beach announced that shade for schools would be an agenda item at the next committee meeting.

4. October, 2016 Board Report

- a. Report Format Discussion (Oct & Feb Reports)
- b. Reporting Team

Mr. Nguyen shared that the Committee is scheduled to present updates on the Committee's progress to the Board in October, February, and June. Mr. Nguyen added that staff will prepare a report for committee members to present to the Board. Committee Members Brad Beach, Celia Spitzer, and Laura Walton agreed to do the presentation. Committee members discussed how agenda items can be added to the agenda such as members requesting items through Chairperson Brad Beach and Mr. Nguyen.

5. June, 2017 Report Format

- a. Final Board Report Format Discussion
- b. Previous Recommending Committee Report Review
- c. Format Discussion (Written, Graphic, Consultant Needed)?

Mr. Nguyen reviewed suggestions on how the June report to the Board could be completed. Committee discussion followed. Committee Members discussed the following: how to format the report; the Board's priority project list categories; waiting to discuss format of report until after site visits; collecting information for report as the process continues; having a summary of the complete process; possible consultants to compile the report and address any technical issues; solar panels; and looking at the City of Cerritos Magnolia Plant. Bob Hughlett moved, Laura Walton seconded to request the Board to hire a consultant for the purpose of drafting a final report to the Board in June. Committee discussion continued. Committee Members discussed spending money on schools and not consultants; third party needed to verify issues, code compliances, and pull together the final report; consultant costs; and bid process for shade structures at schools. Richard Hathaway called the previous question and the motion carried 11-4. The original motion to hire a consultant for the purpose of drafting a final report to the Board failed 7-9. Chairperson Brad Beach stated that consultant cost details will be on the next agenda for the next meeting.

6. Site Materials and Instructions

- a. Site Visit Instructions (2nd Draft)
- b. Committee discussion on site visit process

Mr. Poper reviewed documents regarding the upcoming site visits. These documents have been sent to all sites and will be completed and returned to district staff. Subcommittees will have the completed information prior to site visits. Principals will meet with staff and reach out to their communities to gather input on facilities prior to the site visits. Committee discussion followed. Committee Members discussed documentation of how stakeholders and the community will be included in the input process, site visits timeline, setting up meetings to gather input, and site visit check lists and rubric details. Mr. Nguyen shared that staff will email sample documents for Aloha ES that were sent to all principals to each committee member.

7. Site Visit Calendar Schedule

Mr. Nguyen reviewed possible site visit dates received from the subcommittees. He shared that after meeting with principals schools need more time to prepare for the visits. Mr. Nguyen asked subcommittees to submit new later dates (after mid-November) to him and he will confirm with schools. Committee discussion followed. Committee Members discussed timeframe and length of site visits, selection process to establish subcommittees, whether committee members should visit schools individually, subcommittees should have one visit to each site so all sites will have the same input, and flexibility for site visits.

8. Enrollment Update

Mr. Nguyen reviewed enrollment information such as the September Enrollment Report, Comparative Enrollment Report, Comparative Percentage of Attendance Report, and Enrollment by School, including students on permit. Committee discussion followed. Committee Members asked clarifying questions regarding declining enrollment at some schools, middle school tracks, permit increase/decrease, Schools of Choice, Inter and Intra District Permits, funding received per student, and possible consolidation of schools.

9. Technology Sub Committee

Mr. Nguyen stated that some committee members had an interest to establish a technology subcommittee. Committee Members decided to postpone discussion on a technology subcommittee until after the site visits.

Reminder: Next meeting will be held on Thursday November 10, 2016 at 6:00 p.m. at the District Boardroom.

ADJOURNMENT

Meeting was adjourned by Chairperson Brad Beach at 7:54 p.m. in memory of Los Angeles Sheriff Sgt. Steve Owen who was killed in the line of duty on October 5, 2016.